



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Assistant Examination Proctor or Examination Proctor
SOUTHERN CALIFORNIA

Assistant Exam Proctor	\$9.45 – \$9.81 per hour
Examination Proctor	\$10.55 - \$10.96 per hour

The Department of Real Estate is recruiting to fill several proctor positions. These positions will be filled at a level dependent upon the qualifications of the individual. The Department of Real Estate administers licensing examinations for real estate brokers and salespersons. Sales and broker exams are generally given on weekdays. Exam Proctors are expected to arrive by 7:30 a.m. for the broker exams and by 7:15 a.m. for the Sales exams. Sales exams generally conclude by 4:30 p.m., and broker exams generally conclude by 3:00 p.m. Proctors are usually scheduled to work at least one/two days per week. The primary testing location is at 800 South Figueroa Street, Los Angeles. However, other testing sites will vary by county according to need.

Duties of the Position Include:

Examination Proctors are responsible for setting up/clearing the Exam Room; completing various types of paperwork related to the exam; inspecting admittance documents and personal identification to assure that only authorized persons are admitted to the exam site; instructing and monitoring examinees to ensure compliance with prescribed rules and prevent dishonesty or collusion among examinees. Proctors are also responsible for the security of confidential exam material and booklets during the exam to be constantly aware that all booklets are accounted for, seeing that no one leaves the Exam Room without authorization, and assuring that no examination material is taken from the room. In addition, the Exam Proctor directs the work of Assistant Proctors and prepares necessary reports.

Minimum Qualifications for Assistant Exam Proctor:

- One year of experience working with a group of people.

Minimum Qualifications for Exam Proctor:

Either:

- At least twenty-five assignments with the State Personnel Board or a similar agency in the administration of tests.

Or:

- One year of teaching experience.

Or:

- One year of experience in directing adults in group activities.
(Graduation from a recognized college or university may be substituted for the required experience.)

Necessary/Desirable Qualifications:

- Willingness to travel to any testing location.
- Ability to follow specific oral and written procedures.
- Ability to speak clearly/audibly in front of a group.
- Analyze situations accurately and adopt an effective course of action.
- Be courteous and calm under trying conditions.
- Direct a group in a testing situation.
- Tact and patience.
- The ability to lift up to 25 pounds, when necessary.

Priority consideration will be given to CalWORKS/TANF participants. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility, which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

Applications must be submitted to address below:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P. O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the positions contact:

Deborah Jackson-Pickett – Supervisor
Los Angeles District Office
(213) 576-6976 or CALNET 8-649-6976

California Relay Service: 1-800-735-2922 (Voice): 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board's (SPB) website at <http://www.spb.ca.gov>

Applications will be screened and only those most qualified will be contacted for an interview.

FINAL FILING DATE: OPEN UNTIL FILLED